

This Notice Expires 1 November 1980

ORGANIZATION

1 November 1979

TRANSFER OF THE CIA EXECUTIVE COMMITTEE STAFF

REFERENCE:  dated 2 April 1979  
No Field Counterpart

Effective 9 October 1979, the Secretary of the Executive Committee and the Executive Committee Staff have been transferred from the Office of the Comptroller to the Office of the DDCI. As stated in the reference, they will continue to support the committee by:

- a. Preparing committee agendas and minutes and circulating appropriate preparatory material to members.
- b. Drafting terms of reference and assisting Agency components responsible for developing policy papers, strategic plans, and other cross-directorate action proposals for the committee.
- c. Tracing progress on approved policies, strategic plans, and other committee actions.
- d. Analyzing cross-directorate issues and reviewing proposals as assigned by the committee chairman.

✓ Frank C. Carlucci  
Deputy Director of Central Intelligence

DISTRIBUTION: ALL EMPLOYEES (1-6)